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## **Library Trustees Minutes 09-18-2001**

Robbins Library Board of Trustees  
September 18, 2001

Call to order

The meeting was called to order at 7:35 PM. Attending were trustees David Castiglioni, Patricia Deal, Katharine Lawrence, Barbara Muldoon and Frank Murphy. Susan Ruderman was absent. Also attending were library director Maryellen Loud and assistant director Cindy Diminture.

Approval of minutes

The minutes of the August 14, 2001 meeting were approved as written, on a motion by Ms. Lawrence; seconded by Mr. Murphy. Passed unanimously.

Communications

Ms. Loud distributed a flyer inviting all trustees to a trustee orientation program on October 11<sup>th</sup> at the Bedford Public Library. Mr. Murphy is planning to attend.

Robbins Print Collection-Funding for Accessionist

The previously hired appraiser, Julian Taverner, has not returned any of Nancy Gentile's phone calls. So, on October 1<sup>st</sup>, a representative from Skinners will come here to give a proposal for the appraisal. After consultation with the appraiser, the position of accessionist will be advertised. A bachelor's degree in art or art history will be required, preferably with a concentration in printmaking. The salary request will be funded by the Robbins Art fund. A motion was made by Ms. Muldoon; seconded by Ms. Deal, to approve a budget of \$4,523 from the Robbins Print fund. Passed unanimously. A separate motion was made by Ms. Muldoon; seconded by Ms. Lawrence, to approve a budget of \$12,029 from the Robbins Art fund, to include a sum of \$7500 which was voted at the June meeting to be taken from the Robbins Print fund.

Review of WBUR Connections program

Mr. Murphy shared comments of his review of the audiotape of this program in which a Robbins staff member, Susie Neubauer, was a participant. A focus of the discussion was the roles and missions of today's libraries and how they have changed over the years. Mr. Murphy encouraged other trustees to listen to the tape and also recommended looking closely at the Robbins trustee goals and objectives to see how they align with points made in this program. Ms. Loud discussed with the trustees the possibility of conducting a patron survey, focusing on the library collections rather than on the staff and buildings.

Approval of FY2002 trustee goals and objectives

3A Correct this to read "Evaluate on an ongoing basis the level of library services systemwide including the correlation of library hours and patron usage." Ms. Deal made a motion to accept the amended goals; seconded by Ms. Lawrence. Passed unanimously.

Preliminary discussion of FY2003 budget

Ms. Loud gave an oral presentation about the proposed budget. She will cost out all items and present this at the next meeting. She plans to prepare a spreadsheet showing funding levels for various materials categories over the last several years.

#### Holiday closing schedule

A list of proposed closings was presented to trustees for the remainder of 2001 and 2002. Ms. Deal made a motion to accept the schedule as outlined; seconded by Mr. Murphy. Passed unanimously.

#### Author program

The author program, with Ellen Goodman and Patricia O'Brien, will take place on Wednesday, November 7<sup>th</sup> at 7:30 PM in the Town Hall auditorium. The author program subcommittee will meet in September for planning purposes. Ms. Muldoon volunteered to provide refreshments.

#### Calendar for trustee special projects

Traditionally, activities have not been attached in written form to the trustee goals and objectives. Discussion took place about the best way to formalize this process.

#### Review of space plans

More work is needed on the lobby area since the architects plan did not fully address the specified needs. Ms. Loud will share photographs that she took of book display areas at the Framingham Public Library. Additional cost estimates are also needed for this area and the Adult Services workroom. These plans and their associated costs need to be prioritized with other building projects needing attention.

#### Staff workshop

Ms. Loud apprised the trustees of the possibilities for upcoming workshops and conferences for staff members. More detail will be provided at future meetings.

#### Adjournment

The meeting was adjourned at 9:40 PM on a motion by Ms. Deal; seconded by Mr. Murphy. The next meeting will take place on **Wednesday**, October 10<sup>th</sup> at 7:30 PM.

Respectfully submitted,

Cynthia Diminture